

FY 01 CALENDAR (OCTOBER 2000- SEPTEMBER 2001)

CARRIE RICHARDSON, COORDINATOR 757-4123

MANAGEMENT ANALYSIS	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
Advanced Management Analysis	\$340											06-09 489575	
Cost Benefit Analysis	\$350								29-31 489582				
Data Analysis Using Microsoft Excel	\$420	16-19 489583						23-26 489584					
Data Collection and Analysis Techniques	\$350			04-07 489585								27-30 489586	
Intermediate Management Analysis	\$310								21-24 489580				17-20 489581
Introduction to Management Analysis	\$310		13-16 489577				26-29 489578				16-19 489579		
Performance Measurement	\$250						21-22 489587						12-13 489589
Presenting Statistics Using Charts, Graphs and Tables	\$250						19-20 489592						10-11 489594

COURSE TITLE:	ADVANCED MANAGEMENT ANALYSIS	
VENDOR:	Graduate School USDA Philadelphia PA	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
489575	06-09 August 01	06 July 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course will allow experienced analysts to refine and sharpen their analytical skills to keep growing in their profession. The latest techniques and applications will be presented.	
OBJECTIVE:	<p>At the completion of this course, students will learn:</p> <ul style="list-style-type: none"> ✍️ Techniques to produce a solid project plan with the most loosely defined problems or concepts. ✍️ Identifying stakeholders and their role in analysis/projects. ✍️ The importance of creating a clear and shared vision for the project. ✍️ Developing a measurement system that provides early warning signs for problems. ✍️ Accomplishing project goals through the use of effective and efficient processes. 	
AUDIENCE:	Program and management analysts, auditors and project/program managers who have a solid understanding of management analysis or project management fundamentals can benefit from this course.	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	4 Days	
COST:	\$340	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial	

COURSE TITLE:	COST BENEFIT ANALYSIS	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
489582	29-31 May 01	30 April 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	The purpose of the cost benefit analysis is to improve the efficient and effective resource allocation through well-informed decision making analysis. This course provides the participant with the techniques necessary to develop a cost-benefit analysis of a project.	
OBJECTIVE:	<p>At the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> ✍️ Prepare a cost benefit analysis. ✍️ Complete the following tasks: <ul style="list-style-type: none"> * Define project objectives. * Document the current work process. * Estimate future requirements. * Identify what data to collect on costs. * Identify alternatives. * Evaluate alternatives. * Perform a sensitivity analysis. 	
PREREQUISITE:	None	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	3 Days	
COST:	\$350	
METHOD OF PAYMENT:	Vendor accents GCPC (Governmentwide Commercial Purchase Card).	

COURSE TITLE:	DATA ANALYSIS WITH MICROSOFT EXCEL	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
489583 489584	16-19 October 00 23-26 April 01	18 September 00 23 March 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to introduce problems involving real-world data as a basis of statistical exploration. Participants are guided by step-by-step instructions that give them hands-on experience using Excel. The exercises give the participant an opportunity to plot detective in analyzing the data, to form a conclusion, and to defend the conclusion in written reports.	
OBJECTIVE:	At the completion of the course participants will: / / Explore the basic statistics for a single variable / / Discuss the charting capabilities of Excel / / Discuss basic statistical theory, introducing the concept of samples, populations, and random variables / / Use linear regression and correlation and multiple regression / / Interpret analysis of variance tables and how to check for interactions / / Analyze quality control data	
AUDIENCE:	Senior management and program analysts and personnel with analytical backgrounds.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee	

COURSE TITLE:	DATA COLLECTION AND ANALYSIS TECHNIQUES	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
489585	04-07 December 00	06 November 00
489586	27-30 August 01	27 July 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides a scientific and statistical rationale for developing study methodology, determining sampling procedures, and sample size. The four data collection techniques (measurement, survey, interview, observation) are demonstrated through “hands-on” techniques. Types of error in sampling are discussed and demonstrated in class activities and projects.	
OBJECTIVE:	<p>The participants will be able to:</p> <ul style="list-style-type: none"> ✍✍ Develop a data collection plan. ✍✍ Conduct secondary research. ✍✍ Design a data collection instrument. ✍✍ Determine sample size, statistical error rate, and other sampling error. ✍✍ Conduct data collection. ✍✍ Analyze the data collected. ✍✍ Prepare a written and oral briefing of the data collection process. 	
PREREQUISITE:	None	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	4 Days	
COST:	\$350	

COURSE TITLE:	INTERMEDIATE MANAGEMENT ANALYSIS	
VENDOR:	Graduate School USDA Philadelphia, PA 19107	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
489580 489581	21-24 May 01 17-20 September 01	23 April 01 17 August 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This is the second in a series of courses designed for positions in the Management Analyst series and positions with similar duties and responsibilities. It is designed for analysts who need advanced skills to conduct full scale management analysis studies; it also introduces several useful quantitative techniques.	
OBJECTIVE:	<p>Upon completion of this course, students will learn:</p> <ul style="list-style-type: none"> ✓ ✓ Effective study techniques. ✓ ✓ Well-founded research design methodologies for everyday us. ✓ ✓ Presenting your findings to management without question. ✓ ✓ Reduce the number of oversights by establishing monitoring systems. ✓ ✓ Present data to your managers in ways that strengthen their decision-making abilities. 	
AUDIENCE:	This course is recommended for program and management analyst, auditors and other professionals who want to improve their ability to produce thoroughly researched, useful management studies.	
PREREQUISITE:	New analysts should first complete "Introduction to Management Analysis".	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	4 Days	

COURSE TITLE:	INTRODUCTION TO MANAGEMENT ANALYSIS	
VENDOR:	Graduate School USDA Philadelphia, PA 19107	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
489577	13-16 November 00	13 October 00
489578	26-29 March 01	26 February 01
489579	16-19 July 01	18 June 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This is the first in a series of courses designed for positions in the management analyst series and positions with similar duties and responsibilities. It teaches the basic techniques and fundamental tools of management analysis, allowing employees with little or no experience to conduct basic studies or to participate as contributing team members in larger scale projects.	
OBJECTIVE:	<p>Upon completion of this course, students will learn:</p> <ul style="list-style-type: none"> ✍️ Identification of problems and how to construct a causal model using backstep analysis. ✍️ How to strengthen your case by using the appropriate fact-gathering techniques such as sampling, interviewing and observation. ✍️ The importance of incorporating simple descriptive statistics such as charts, graphs, frequency distribution, averages and standard deviation to routing progress reports. ✍️ Techniques to clearly present your findings to management. 	
AUDIENCE:	Employees who anticipate doing elementary management analysis such as management technicians, supervisors, administrative assistants, new management/program analysts, and support staff who work with management analysts.	
PREREQUISITE:	None	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee	

COURSE TITLE:	PERFORMANCE MEASUREMENT	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE:	DATE:	NOMINATION DEADLINE:
489587	21-22 March 01	21 February 01
489589	12-13 September 01	13 August 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is designed to introduce participants to performance measurement, a method of measuring the progress of a program or activity in achieving the results or outcomes that clients or customers expect. The course describes the concepts and techniques of performance measurement, and offers ideas on choosing, implementing and making use of performance measures.	
OBJECTIVE:	At the completion of the course participants will: <ul style="list-style-type: none"> ✍✍ Understand the importance of performance measurement ✍✍ Distinguish among the categories of performance measures ✍✍ Develop an appreciation for the value of various measures ✍✍ Design potential or revise current performance objectives and measures for agency programs ✍✍ Understand how performance measures can be incorporated into existing or an upgraded management process 	
AUDIENCE:	Managers, analysts and program personnel responsible for monitoring and reporting their activity's results.	
NOMINATIONS:	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee	

COURSE TITLE:	PRESENTING STATISTICS USING CHARTS, GRAPHS AND TABLES	
VENDOR:	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 489592 489594	DATE: 19-20 March 01 10-11 September 01	NOMINATION DEADLINE: 19 February 01 10 August 01
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides participants the opportunity to turn raw data into charts, graphs, and tables that sell programs and communicate results that win. Participants will demonstrate data presentation using the following techniques: flow charts, cause and effect diagrams, Pareto charts, scatter diagrams, run charts, histograms, and control charts. Computer applications will be presented for demonstration purposes.	
OBJECTIVE:	<p>The participant will be able to:</p> <ul style="list-style-type: none"> ✍ Translate raw data into briefing charts and graphs. ✍ Identify the “best” use of charts, graphs, and tables. ✍ List the steps for construction of the various charts, graphs, and tables. ✍ Present data gathered using techniques demonstrated in class. 	
PREREQUISITE:	None	
NOMINATIONS:	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). NOTE: Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	2 Days	
COST:	\$250	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). FMPI OYFF must circle “V” in Block 22 under “Payment” on the Initial	

